



Training Schedule – November 2018

Some course locations are listed below the calendar. For other classes, the instructor will contact you.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Oct. 29 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	Oct. 30 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	Oct.31	Nov. 1 1:00 – 3:00 Effective Networking Skills (Davis)	2 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members 1:00 – 3:00 Resume Boot Camp* (Hamersley)
5 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	6 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	7 10:00 – 12:00 Effective Interviewing Skills (Bennison)	8 Oral Communication Skills (Miller) By appointment only	9 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members
12 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	13 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis) 6:30-8:00pm Board Meeting	14 10:00 – 12:00 Effective Interviewing Skills Lab (Bennison)	15 10:00 – 12:00 Effective Networking Skills (Davis) 1:00 – 3:00 LinkedIn: Ask the Expert (Young)**	16 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members 1:00 – 3:00 30-Second Speech and Accomplishments Lab* (Hamersley)
19 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	20 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	21	22 Closed 	23 Closed 
26 9:30 am Monday Morning MeetUp 11:00 Networking 11:15 Guest Overview Open to the public – free and no need to register	27 10:00 – 12:00 Organizing Your Job Search (Davis) 1:00 – 3:00 Introduction to Accomplishment Statements (Davis)	28	29 1:00 – 3:00 Effective Networking Skills (Davis)	30 10:00 – 12:00 Job Circle* (Bennison) ♦ Free to Non-members

* Job Circle will be in Rm A at the Upper Arlington Library, 2800 Tremont Rd. Friday afternoon classes same place in Room C.

** LinkedIn: Ask the Expert will be held at Office Evolution, 6500 Emerald Parkway, Suite 100 in Dublin.

Non-members can take any class for \$25 (except Job Circle). You must call early to register: 614-297-0040.

Updated 11/3/2018



PASSPORT TO SUCCESS

Take the courses you need.

1. **Organizing Your Job Search** – how do I prepare myself to begin my job search.
2. **Introduction to Accomplishment Statements** – these are the on-the-job achievements that go on your resume. We show you how to find and write these statements.
3. **30-Second Speech Lab and Accomplishments Lab** – writing and refining your 30-second speech and refining your accomplishment statements for use on your resume.
4. **Oral Communications Skills** – includes 30-Second speech, effective use of the phone and handling tough questions in interviews.
5. **Written Communication Skills** – includes resume styles and formats and guidelines for writing it; creating your professional profile and writing professional correspondence such as thank you notes and follow-up emails.
6. **Effective Networking Skills** – why network and informational interviews - how to prepare, what to do during and how to follow up.
7. **Effective Interviewing Skills** – learn to confidently handle interviews; how to prepare, what to do during and how to follow-up
8. **Interviewing Skills Lab** – come dressed for an interview; bring your resume and a job description. The instructor records a video of you as he asks you questions. You get to see yourself as the interviewer sees you.
9. **Effective Negotiation Skills** – role play the best ways to negotiate salary and other employment-related matters.
10. **LinkedIn: Ask the Expert** – LinkedIn is the place for professionals to be found by recruiters and others. Find hiring managers and others working for the companies you want to work for to contact for informational interviews. Learn how to use LinkedIn to your advantage.
11. **LinkedIn: Profile Review** - LinkedIn is the place for professionals to be found by recruiters and others. Also find hiring managers and others working for the companies you want to work for to contact for informational interviews. Learn how to create an All Star profile.
12. **Resume Boot Camp** – your resume critiqued by an experienced resume instructor.